



Administrative Policies and Procedures: 16.51

Subject: Provision of Post Custody Services to Young Adults Exiting Care at 18 or 19 Years of Age

Supersedes: DCS 16.51, 09/01/02

Local Policy: No

Local Procedures: No

Training Required: No

Applicable Practice Model Standard(s): Yes

Approved by:

Effective date: 09/01/02

Revision date: ¹01/01/05

Application

To All Department of Children's Services Case Management Staff

Authority: The Chafee Foster Care Independence Act of 1999; TCA 37-5-106

Policy

The Tennessee Department of Children's Services will provide post custody services to young adults exiting custody at 18 or 19 years of age and requesting to receive voluntary services from the department. Post custody services include foster care room and board, case management services, financial support for education or job training, and other Independent Living services deemed necessary. Further, the department may provide services to young adults requesting re-entry for voluntary services. Post custody services are to be provided up to age 21 years of age and may be extended with special approval from the Director of Independent Living or designee.

Procedures

- A. Process for young adults to exit care and immediately enter post custody services**
1. At least two (2) months prior to their 18th or 19th birthday (if delinquent), the case manager will discuss with the young adult the possibility and benefits of receiving voluntary services from the department.

¹For the period of 07/1/04 to 12/31/04, youth receiving services under existing policy will be grand fathered in under revised policy effective 01/01/05.

2. The case manager and the young adult must review form *CS-0488, Rights and Responsibilities* and form *CS-0489, Justification for Providing Services to Persons Over Eighteen*, for providing services to young adults over 18 years of age. The forms must be completed and signed to begin the process of the post custody intake. Copies must be forwarded to the DCS Office of Independent Living.
3. The case manager and the Team Leader in conjunction with the IL Director or designee will review and approve the services and entry into post custody intake if a young adult is entering post custody services immediately upon exit from care. The DCS Office of Independent Living (IL) must receive and approve provision of services within seven (7) days of transfer from custody to post-custody status.
4. Upon exit from care, the case manager must complete the exit survey in TN Kids and close the case. The case manager will immediately open a post custody intake in TN Kids.
5. If a young adult's request is not to enter Voluntary Services, the case manager must complete form *CS-0000, Refusal of Post Custody Services Notification – Youth Leaving Custody* prior to youth receiving the exit grant.

B. Process for young adults to enter post custody services following a break in involvement with the Department

1. All young adults must be provided information about available post custody services. This discussion must be documented in TN Kids case recordings.
2. At any point between aging out of care and a young adult turning 21 years old, he or she may return to the department and request to receive post custody services.
3. The decision to provide a young adult with post custody services in this situation must be recommended by the Regional Administrator for the region where the young adult lives and where he will receive services.
4. A young adult may return to any DCS field office and request services. Young adults may be served in the community where they live without having to return to the community where they exited custody. In these cases regions are encouraged to communicate extensively to assure that young adults are served appropriately.

5. If it is clear that a young adult can benefit from the department's assistance and he or she is willing to sign the rights and responsibilities document and participate in developing a post-custody plan, the case manager and supervisor will open a post custody intake, in accordance with regional approval.

C. Eligibility Criteria

1. All young adults served under a post custody intake must have an educational plan or a job-training plan. Educational planning may include high school, GED, Vocational/ technical school, trade school, or college.
2. Young adults must reside in a setting approved by the department. This may include a foster home, dorm, apartment, or boarding house (formal and informal), in order to receive a board payment.

D. Case management services

1. Young adults in voluntary post custody service are entitled to full case management services.
2. It is appropriate for case managers to assist young adults in assessing strengths and needs, identifying resources, navigating educational systems, accessing health care, budgeting and developing healthy relationships.
3. It is appropriate to assist young adults in accessing financial support through board payments provided through foster parents or adult resources. Additionally, it is appropriate to assist young adults in accessing IL funds through the Community Services Agency (CSA).
4. Contact with a young adult in post custody voluntary service should meet his or her needs. Face-to-face contact is required every other month. There should be regular telephone contact monthly. However, as a young adult enters a new job, job-training program, college etc., it is appropriate for contact to increase until the young adult is established.
5. Young adults must be provided with the after hours telephone numbers of IL Program Specialist or Home County Case Manager in the event of emergencies. Young adults should also have an adult resource, possibly a foster family who can serve as support in emergency and non-emergency situations.

6. All interactions with young adults must be documented in TN KIDS. Monthly entries must be entered into TN KIDS referencing all case management face-to-face and telephone contacts.
7. The department will continue to assist the young adult in post custody voluntary services with health care and dental services through employment or college insurance. They should be counseled to continue to use dental screens and EPSD&T to monitor their health and well being. It is the responsibility of the department to assist a young adult in any necessary healthcare advocacy.
8. Services provided to young adults must support educational and vocational plans outlined in form CS-0489, *Justification for Providing Services to Persons Over Eighteen*.
9. Case managers must also assist young adults with family concerns and facilitate contact with siblings still in state custody.

E. Services to young adults with special needs

In cases where a young adult is not able to function independently due to physical, cognitive, or emotional disabilities, the department should continue to support the young adult until transition can be made to adult services.

Forms

CS-0488	Rights and Responsibilities
CS 0489	Justification for Providing Services to Persons Over 18
CS-0000	Refusal of Post Custody Services Notification

Collateral Documents

None

Standards

DCS Practice Model Standard - 8-108